

Government of Chhattisgarh
Commercial Taxes Department



Online Form System
For
Dealers of Chhattisgarh

USER MANUAL



Contents

1. Online form system
2. Process of submission
3. Requirements
4. Online CST Forms
5. Old CST Forms
6. Reports and Help
7. Converter
8. File Format

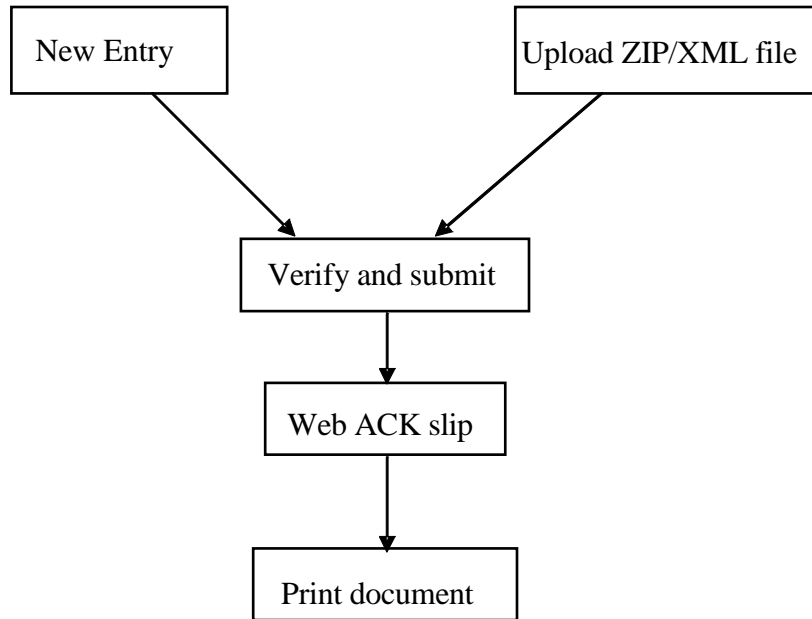
Annexure A: Abbreviations

Annexure B: Code List

1. CST-Online form system

Commercial Taxes Department is happy to introduce Online form system for the CST dealers of Chhattisgarh. Online Form System is an internet/web based system, where in the dealers can submit request for issuing C-FORM on this system to Chhattisgarh Commercial Tax Department (CCTD).

2. Process of Submission



The following steps have to be followed to complete the submission process:

1. Entry and Update: Provision has been made to enter the request directly using the data-entry screen provided in the web-site. The dealer, who has not computerized his business and hence cannot upload XML file, can use this option.

2. Upload XML/ZIP File: The dealer who has computerized his business activity can use this option to upload the XML file. However, the dealer has to prepare his XML file as per the XML format provided by the department. System will not read the XML file if there is any variation in the format. In case the XML file is more than 3Mb then the file can be split into 2 or more files. The size of the split file should be less than 3 Mb. Dealer on the other hand can zip the XML file and upload the same.

3. Verify and Submit: After entering the details directly or uploading the XML file successfully, the dealer has to verify the details and submit the request to the department. If any error is noticed, the dealer can go back to entry screen and correct the details and submit the details.

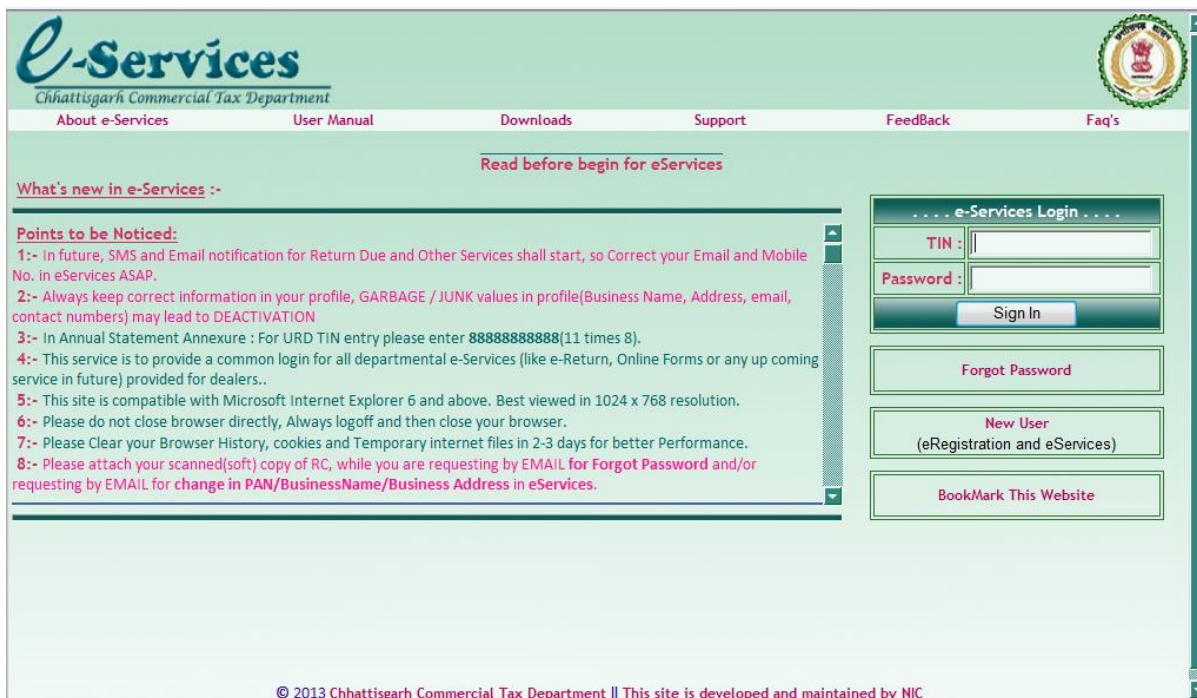
4. Web ACK SLIP: Once the request is submitted, the system generates the ACK SLIP. This is the proof of submission of request by the dealer to CCTD.

3. Requirements

The followings are the minimum hardware & software required at the user level to use the Online form system.

- Client system with at least Pentium and 2 GB HDD and 64 MB RAM or above.
- Dot Matrix or Laser Printer
- 700 VA UPS
- Internet connection
- Operating system with browser

4. Login Page



After successfully logging into the department web-site, the dealer can see the Following main page. Here he has to select the option 'Request Entry' in e - CST Forms, to enter the details to request for CST forms.

4.1 Request Entry

Online Forms Government of Chhattisgarh
Commercial Tax Department

e-services [Sign Out](#)

mainmenu

- e-CST Forms**
 - Request Entry
 - Upload XMLs
 - Update and Submit
 - Status
 - Print
 - Cancel
 - Reprint Form
- CST Receipt Forms**
 - Entry and Update
 - Upload XMLs
 - Verify and Submit
 - Reports and Help
 - DownLoad Setup
 - Contact Detail

TIN	22101204764
Prop/Comp. Name	
Last Login	On 04/06/2013 at 1:11:15 PM

Announcements

Notices

1.CFSCConverter has been updated on 31-01-2012,so while converting data into xml please download the updated converter from website..

IT Solution By National Informatics Centre

On click of 'Request Entry' option, the dealer will be shown the following screen.

Minimal Entry page will be shown here dealer follow these steps

1. For C-Form select Form Type, Quarter and financial Year.
2. For F-Form select Form Type, Month and Year.
3. For E I-Form select Form Type, Quarter and financial Year.
4. For E II-Form select Form Type, Quarter and financial Year.

Online Forms Government of Chhattisgarh
Commercial Tax Department

[Main Page](#) [Sign Out](#)

TIN: 22101204764 **Prop/Comp. Name: M/S. PUJA MARKETING**

Module Name

OnlineForm Request for the period (2008-2009,2009-2010,2010-2011,2011-2012) Can be Submitted till 30 June 2013.

Minimal Entry

Select Form Type : C-Form

Select Quarter : Apr-Jun

Select Year : 2008-2009

[Next](#) [Exit](#)

C-Form

For C-Form, the dealer has to choose the option 'C-Form', Quarter, and Financial Year from minimal entry. On choosing, following screen would occur.

The screenshot shows the 'Online Forms' interface for the Government of Chhattisgarh Commercial Tax Department. The page title is 'CST Statutory Forms - Update/Delete/Submit Form'. The TIN is 22101204764. The form is for 'C-Form' and is marked as 'Complete'. The seller details are: Prop/Comp.Name: EXPO CHAIN & BEARING STORES, Address: KOLKATA, State: WEST BENGAL. The invoice details table shows one entry: Invoice No. 196, Invoice Date 12/09/2011, Invoice Value 232, Commodity Code 1, Commodity Desc. RT, Purpose Code B.

Form Type	Details	TIN*	Prop/Comp.Name*	Address*	State
C-Form	Complete	19281281216	EXPO CHAIN & BEARING STORES	KOLKATA	WEST BENGAL

Inv. No*	Inv. Date*	Inv. Value(Rs.)*	Main Commodity	Commodity Desc.*	Purpose	Pur.Ord.No	Pur.Ord.Date
			Iron & Steel		MANUFACTURING OUT		

Invoice No	Invoice Date	Invoice value	Commodity Code	Commodity Desc.	Purpose Code	Pur.Ord.No	Pur.Ord.Date
196	12/09/2011	232	1	RT	B		

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Seller with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Invoice No. Invoice Date, Invoice Value, Main Commodity, and Commodity description, Purchase Order No. and Purchase Order Date. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are Left to be entered, he can go to 'Update and Submit' option and insert the invoice details in appropriate quarter. It may be noted here, that purpose list will contain the purposes given by the dealer while registering under CST Act. If any new purpose is to be added into the list, the dealer has to contact the concerned CTO to change the registration details as per the procedure.

After entering these details, once the dealer clicks the add button, the system will show these details in the data grid.

F-Form

For F-Form, the dealer has to choose the option 'F-Form', Month, and Year from minimal entry. On choosing, following screen would occur.

The screenshot shows the 'Online Forms' interface for the Government of Chhattisgarh Commercial Tax Department. The page title is 'Online Forms' and the department name is 'Commercial Tax Department'. The TIN is 22101204764. The main heading is 'CST Statutory Forms - Update & Submit/Delete F Form'. The form is divided into two main sections: 'Seller/Buyer Details' and 'Enter Invoice Details'.

Seller/Buyer Details

Form Type	TIN*	Prop/Comp.Name*	Address*	State
F-Form	07290267305	Crystal Crop Protection Pvt. Ltd	Delhi	DELHI

Enter Invoice Details

Inv. No.*	Inv. Date*	Quantity*	Inv. Value (Rs.)*	Main Commodity	Commodity Desc.*	Airport/Railway/Ship/Road Trans/PostOffice Name*	Bilty No.*	Bilty Date*	Delivery Date
				Insecticides and					

Invoice Details Table

Invoice No	Invoice Date	Quantity	Invoice value (Rs)	Commodity Code	Commodity Desc.	TransportName	Bilty No.	Bilty Date	Delivery Date
Select 1100910073	08/11/2011	874.8	81405.00	100	PESTICIDES	Test	110	08/11/2011	08/11/2011
			81405.00						

Buttons: Update, Update & Submit, Delete, Exit


Enter the TIN/CST Number, Name, Address and State of the Transferee with whom the interstate transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Invoice No. Invoice Date, Invoice Value, Main Commodity, and Commodity description, Quantity along with the Transport details including Transport Name, Bilty No. , Bilty Date and Delivery Date. Also blank Delivery Date is allowed. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are left to be entered, he can go to 'Update and Submit' option and insert the invoice details in appropriate quarter. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid. After entering the details either of C-Form or F-Form, the dealer can go to main page and select the 'Update and submit' option in 'e - CST forms'. This will show the following screen.

E I-Form

For E I-Form, the dealer has to choose the option 'E I-Form', Quarter, and Financial Year from minimal entry. On choosing, following screen would occur.

Online Forms

Government of Chhattisgarh
Commercial Tax Department



[Main Page](#)[Sign Out](#)

TIN: 22101204764 Prop/Comp. Name: M/S. PUJA MARKETING

:: CST Statutory Forms - Update& Submit/Delete E-I Form ::

Seller/Buyer Details * indicates compulsory fields

Form Type	TIN*	Prop/Comp.Name*	Address*	State
E I-Form	08283722323	tttw.whe, swwj	raipur	CHHATTISGARH

Transportation Details

Originating Place & State	Destination Place & State
qwee MADHYA PRADESH	eqiweqi CHHATTISGARH

Enter Invoice Details for E1

Inv. No*	Inv. Date*	Quantity*	Inv.Value(Rs.)*	Main Commodity	Commodity Desc.*	Bilty No.*	Bilty Date*
				Iron & Steel			

Invoice No	Invoice Date	Quantity	Invoice value(Rs)	Commodity Code	Commodity Desc.	Bilty No.	Bilty Date
Select 68687	08/02/2011	1212	392.29	89	tfd	233	08/09/2011
			392.29				

C - Forms Details


SR. No	Sl. No.	Date	State	Value Declared(Rs.)
			ANDAMAN AND NICOBAR	

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Purchaser with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Bilty Date. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are Left to be entered, he can go to 'Update and Submit' option and insert the invoice details in appropriate quarter. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid.

Also dealer has to enter the C-Form details(**C-Form that dealer has received from Other State, against which he is requesting for E I-Form**) which includes C-form Series Number, Serial Number, Date, State and Value. These C-form details firstly needed to submit in the receipt entry part of online form, then only dealer can use the same detail against issuing EI.

E II-Form

For E I-Form, the dealer has to choose the option 'E I-Form', Quarter, and Financial Year from minimal entry. On choosing, following screen would occur.

Online FormsGovernment of Chhattisgarh
Commercial Tax Department

[Main Page](#)[Sign Out](#)

TIN: 22101204764 /

:: CST Statutory Forms - Update& Submit/Delete E-II Form ::

Seller/Buyer Details * indicates compulsory fields

Form Type	TIN*	Prop/Comp.Name*	Address*	State
E II-Form	2277777777	CRYSATAL	RAIPUR	CHHATTISGARH

E1 Certificate No:
SR. No.: WE SL. No.: 1221

Transportation Details

Originating Place & State		Destination Place & State	
RAIPUR	CHHATTISGARH	PUNE	MAHARASTRA

Enter Invoice Details for E1

Inv. No*	Inv. Date*	Quantity*	Inv.Value(Rs.)*	Main Commodity	Commodity Desc.*	Bilty No.*	Bilty Date*
2938	12/03/2013	8	9899	Iron & Steel	TEST	8378	12/03/2013

C - Forms Details

SR. No	Sl. No.	Date	State	Value Declared (Rs.)
CG-CS	123	12/03/2013	CHHATTISGARH	25666

Here, the dealer has to enter the TIN/CST Number, Name, Address and State of the Purchaser with whom the inter-state transactions were done. When the dealer presses the 'Next' Button, the system requests to enter the transactions details one-by-one for the transacted dates quarter. The transaction details which are to be entered are the EI Certificate Number (EI-Form that dealer has received from Other State against which, he is requesting for EII form) which includes EI-form Series Number and Serial Number. These EI-form details firstly needed to submit in the receipt entry part of online form, then only dealer can use the same detail against issuing EII. The transaction details which are to be entered are the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Bilty Date. The transaction details should be entered in the ascending order of invoice date. If at any stage the dealer finds that invoice details of any previous months are Left to be entered, he can go to 'Update and Submit' option and insert the invoice details in appropriate quarter. After entering these details, once the dealer clicks the add button, the system will show these details in the data grid.

Also dealer has to enter the C-Form details(**C-Form that dealer has received from Other State, against which he is requesting for E II-form**) which includes C-form Series Number, Serial Number, Date, State and Value. These C-form details firstly needed to submit in the receipt entry part of online form, then only dealer can use the same detail against issuing EI.

4.2 Update and submit

After entering details of either of the C-Form, F-Form, E I-Form and E II-Form dealer can go to main page and select the 'Update and submit' option in 'e - CST forms'. This will show the following screen.

Online Forms

Government of Chhattisgarh
Commercial Tax Department



[Main Page](#)[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

.: CST Statutory Forms - Submit Form .:

Delete	Update&Submit	Form	Form Type	Seller/Buyer TIN	Seller/Buyer(Prop/Comp.Name)	No.of.invoices	Total Invoice Value(in Rs)
<input type="checkbox"/>	Select	Complete	C-Form	19281281216	EXPO CHAIN & BEARING STORES	1	232
<input type="checkbox"/>	Select	Complete	C-Form	23434343434	TEST(EW)&EBRB	1	9893
<input type="checkbox"/>	Select	Complete	F-Form	07290267305	Crystal Crop Protection Pvt. Ltd	1	81405
<input type="checkbox"/>	Select	Complete	E I-Form	22811405406	TEST	1	432423
<input type="checkbox"/>	Select	Complete	C-Form	23548855985	CASE NEW HOLLAND CONSTRUCTION EQUIPMENT (INDIA)PVT. LTD	1	545
<input type="checkbox"/>	Select	Complete	C-Form	03902071575	EVEREST AND SANT ENGINEERS PVT. LTD	1	9288
<input type="checkbox"/>	Select	Complete	C-Form	23333333333	TEST(COMOSITION)	4	1132083
<input type="checkbox"/>	Select	Complete	C-Form	22021800388	Tanya Industries	0	0
<input type="checkbox"/>	Select	Complete	E I-Form	22222222222	FSDFS	0	0
<input type="checkbox"/>	Select	Complete	E II-Form	22777777777	TEST	0	0
<input type="checkbox"/>	Select	Complete	E I-Form	22333333333	TEST	0	0

Rejected 'OnlineForm' Requests can be re-submitted Now

Now the dealer can see the list of entries pending for submission. Here, dealer can submit all the requests in one go by clicking 'Submit All' button or submit the requests one-by-one by clicking on the select button of the required request. The following screen shows process for submitting of request for one-by-one option. This process is followed for C-Form, F-Form, E I-Form and E II -Form.

Online Forms

Government of Chhattisgarh
Commercial Tax Department

[Main Page](#)
[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*
:. CST Statutory Forms - Update& Submit/Delete E-I Form .:

Seller/Buyer Details

* indicates compulsory fields

Form Type	TIN*	Prop/Comp.Name*	Address*	State
E I-Form	22811405406	TEST	SDAS	CHHATTISGARH

Transportation Details

Originating Place & State		Destination Place & State	
RAIPUR	CHHATTISGARH	DURG	CHHATTISGARH

Enter Invoice Details for E1

Inv. No*	Inv. Date*	Quantity*	Inv.Value(Rs.)*	Main Commodity	Commodity Desc.*	Bilty No.*	Bilty Date*
				Iron & Steel			

Invoice No	Invoice Date	Quantity	Invoice value(Rs)	Commodity Code	Commodity Desc.	Bilty No.	Bilty Date
Select 213	08/04/2012	23423	432423.00	1	4234	324	08/05/2012
			432423.00				

C - Forms Details

SR. No	Sl. No.	Date	State	Value Declared(Rs.)
			ANDAMAN AND NICOBAR	

Once the submit button is clicked, the following screen containing the WEB ACK SLIP will be shown. This can be printed and preserved by the dealer for future

	GOVERNMENT OF CHHATTISGARH Commercial Taxes Department :- WEB ACK. SLIP :-
NAME :	PUJA MARKETING
ACK NO. :	22115618
DATE :	05/06/2013
ITEM :	Web CST SF
	<small>Web generated Acknowledgement Slip</small>

LIST OF CST SF

Form.Status	Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Max(Inv.Date)	Min(Inv.Date)	No.of.invoices	Total Invoice Value(in Rs)
Complete	C-Form	19281281216	EXPO CHAIN & BEARING STORES	KOLKATA	WB	12/09/2011	12/09/2011	1	232


4.3 Status

Option is available for the dealer to check the status of the CST request of C-Form, F-Form, E I-Form and E II-Form by clicking the Status. The following list will be shown which indicates the Status of the request made by the dealer and the comments of the authority.

Online Forms

Government of Chhattisgarh

Commercial Tax Department



[Main Page](#)
[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

∴ CST Statutory Forms - Status Module ∴

Ack No.	From:: <input style="width: 50px;" type="text"/>	To:: <input style="width: 50px;" type="text"/>	(numeric values)
Ack Date	From:: <input style="width: 50px;" type="text"/>	To:: <input style="width: 50px;" type="text"/>	(dd/mm/yyyy)

Ack.No	Ack.Date	Form Type	Form.Status	Seller/Buyer TIN	Seller/Buyer(Prop/Comp.Name)	No.of.invoices	Total Invoice Value(in Rs)	CST Status	if Rejected/Cancelled, Reason
22115542	21/03/2013	F-form	Complete	22444444444	TEST	1	44	Request Approved	
22115543	21/03/2013	F-form	Complete	27360299092	MAKERS LABORATORIES LIMITED	1	60372	Request Approved	
22115544	21/03/2013	F-form	Complete	22454545454	TEST	1	88	Pending for approval	
22115547	30/03/2013	F-form	Complete	27650247765	FORCE MOTORS LIMITED	2	668550	Pending for approval	
22115548	30/03/2013	F-form	Complete	27050655398	NAAGAL GARMENT INDUSTRIES PVT LTD	1	160435	Pending for approval	
22115554	21/04/2013	C-Form	Complete	23434343434	TEST(EW)&EBRB	2	6345	Request Approved	
22115555	11/04/2013	F-form	Complete	23343534534	TERT	2	244684	Pending for approval	
22115559	21/04/2013	C-Form	Complete	22811405406	ABHILASHA	1	277711	Request Approved	
22115564	15/04/2013	F-form	Complete	22811405406	ABHILASHA	1	277711	Pending for approval	
22115567	21/04/2013	C-Form	Complete	27101204764	TEST0	1	675765	Request Approved	


4.4 Print

The user can also print the CST forms by clicking the 'Print' option in 'e - CST forms'. Here system shows the list for approved CST forms, C-Form, F-Form, E I-Form and E II -Form. User can click on the 'Original' button to take the print out of Original copy of CST forms one-by-one. Also 'Duplicate' & 'Counterfoil' buttons are available to take the Duplicate & Counterfoil copies respectively. Please ensure that you have set the printer properly. This is shown in following screen. In case of multiple pages of single CST form, you can take a print back to back.

Online Forms

Government of Chhattisgarh

Commercial Tax Department



[Main Page](#)
[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

:. CST Statutory Forms - Print Module .:

Original Print	Duplicate Print	Counterfoil Print	Form Type	Seller/Buyer TIN	Seller/Buyer(Name & Address)	State	No.of.invoices	Total Amount(Rs)	Oldest Invoice Date	Latest Invoice Date
Original	Duplicate	Counterfoil	C-Form	22423421312	123 456	CT	2	4677	10/05/2012	11/06/2012
Original	Duplicate	Counterfoil	C-Form	22811405406	TEST1234ERWRWE	CT	5	3241	06/04/2012	24/06/2012
Original	Duplicate	Counterfoil	C-Form	22811405406	ABHILASHA RAIPUR	CT	1	277711	10/05/2010	10/05/2010
Original	Duplicate	Counterfoil	C-Form	23434343434	TEST(EW)&EBRB TEST()EWR&KERJ	MP	2	6345	09/04/2010	05/05/2010
Original	Duplicate	Counterfoil	C-Form	27101204764	TEST0 RAIPUR&(MH	1	675765	04/04/2012	04/04/2012
Original	Duplicate	Counterfoil	E II-Form	22811405406	TEST EII RAIPUR	CT	5	330447	01/04/2009	12/06/2009
Original	Duplicate	Counterfoil	E I-Form	22222222222	TEST01 RAIPUR	CT	6	716900	01/04/2009	21/06/2009
Original	Duplicate	Counterfoil	E I-Form	22222222222	TEST02 RAIPUR	CT	2	765	08/05/2012	17/05/2012
Original	Duplicate	Counterfoil	F-Form	22444444444	TEST TEST	CT	1	44	12/11/2011	12/11/2011
Original	Duplicate	Counterfoil	F-Form	27360299092	MAKERS LABORATORIES LIMITED MUMBAI	MH	1	60372	26/07/2011	26/07/2011

[Back](#)

4.5 Reprint Forms

You can also take a print out of already printed form by going to “Reprint Forms” option.

Online Forms

Government of Chhattisgarh

Commercial Tax Department



[Main Page](#)
[Sign Out](#)

TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING

∴ CST Statutory Forms - Print Module ∴

FormType : Complete Partial

Approval Date From : To :


e.g -17/11/2011 e.g -17/11/2011

SF Series No: SF Serial No From : To:

CG-CS (C-Form) / CG-FS (F-Form) e.g - 10 e.g - 10

Original Print	Duplicate Print	Counterfoil Print	Form Type	Seller/Buyer TIN	Seller/Buyer(Name and Address)	State	No.of.invoices	Total Amount(Rs)	Oldest Invoice Date	Latest Invoice Date
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	C-Form	2222222222	NMJNJKJK	CT	1	567	12/12/2007	12/12/2007
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	C-Form	27920008075	DROP CLOTHING CO.MUMBAI	MH	1	48068	30/06/2009	30/06/2009
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	C-Form	22333333333	454454	CT	1	277771	01/05/2010	01/05/2010
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E II-Form	23203203920	TEST(R)E&WEJ.EEMTEST(D)&JEEQE.	MP	1	2399980	09/07/2011	09/07/2011
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E II-Form	23423324334	TEST EII COMP NAME(TEST)&,SHTEST EII ADDR(E)&EJ,WQL	MP	1	2324	08/03/2007	08/03/2007
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E II-Form	03999999999	TESTETST	PB	1	20	03/04/2013	03/04/2013
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E II-Form	22342343242	TEST3ASDAS	CT	1	3244234	08/02/2011	08/02/2011
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E II-Form	22811405406	TEST E2RPR	CT	1	2324	08/04/2013	08/04/2013
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E I-Form	22111111111	TESTTEST(NAME,NAME)	CT	2	79	12/11/2012	12/12/2012
<input type="button" value="Original"/>	<input type="button" value="Duplicate"/>	<input type="button" value="Counterfoil"/>	E I-Form	22344488888	TESTTEST	CT	1	2989	12/04/2012	12/04/2012

By clicking on print button user will get the C-FORM as shown below.



**Original
FORM 'C'**

Form of declaration
[See rule 12(1)]

[In Triplicate]

Name of issuing state: **Chhattisgarh**
 Office of Issue: **RAIPUR CIR-2**
 Date of Issue: **17/05/2013**
 Name of the purchasing dealer: **PUJA MARKETING**
 to whom issued along with his RC NO: **22101204764**
 Date from which registration is valid: **08/03/2007**
 Serial No: **CG-CS 299393**
 To: **123. (#Seller)**

[Certified that the goods [*ordered for in our purchase order No.....dated.....][and supplied as per Bill/Cash Memo/Challan No.....as stated below *purchased from you as per bill/cash memo/challan No.....

Stated below:supplied under your challan No.....dated..... are for *resale / use in manufacture / processing of goods for sale / use in mining / use in generation / distribution of power / packing of goods for sale / resale and issued under the Central Sales Tax Act,1956.
 [It is further certified that L/Ws am/are not registered under section 7 of the said Act,in the State of


in which the goods covered by the Form are/will be delivered.]
 Name and address of the purchasing dealer in full: **PUJA MARKETING, रायपुर भारत , रायपुर**
 Date.....
 [The above statements are true to the best of my knowledge and belief.

(Signature).....
 (Name of the person signing the declaration)
 (Status of the person signing the declaration in relation to the dealer)]

*Particulars of Bill/Cash Memo/[Challan]
 Date.....No.....Amount: **Rs.4677**
 #Name & Address of the seller with name of the State: **123,456,CHHATTISGARH**
 **Strike out whichever is not applicable.
 Note:1. To be furnished to the prescribed authority.
 2. This form is printed by Purchaser.
 3. This is System generated copy,does not require any signature.
 4. To verify C-Form visit the website '<http://cg.nic.in/comtax>' and click link C-Form Search.

INVOICE DETAILS						
Sl. No	Inv. No	Inv. Date	Main Commodity	Commodity Desc.	Inv.Value	Purpose
1	24234	10/05/2012	Iron & Steel	4234	324	MANUFACTURING OUTPUT BY PRODUCT
2	4342	11/06/2012	Iron & Steel	54354	4353	MANUFACTURING OUTPUT BY

By clicking on print button user will get the F-FORM as shown below.



**Original
FORM 'F'**

(Form of declaration to be issued by the transferee) (See rule 12(5))

Serial No: **CG-FS 23033**
 Name of issuing state: **Chhattisgarh**
 Office of Issue: **RAIPUR CIR-2**
 Date of Issue: **21/03/2013**
 Name and address of the person: **PUJA MARKETING, रायपुर भारत , रायपुर**
 to whom issued along with his RC NO: **22101204764**
 Date from which registration is valid: **08/03/2007**
 To: **TEST. (#Transferor)**
 Registration Certificate No. of the Transferor: **22444444444.**
 (#Transferor TIN)

Certified that the goods transferred to me / us as per details below have been received and duly accounted for
 Description of the goods sent.....
 Quantity or weight.....
 Value of the goods..... **Rs. 44**
 Number and date of invoice.....
 Name of Railway, Steamer or Ferry Station or Air Port or Post Office or Road Transport Company's Office from where the goods were despatched

No. and date of Railway Receipt or Postal Receipt or Goods Receipt with trip sheet of lorry or any other document indicating the means of transport

Date on which delivery was taken by the transferee.....
 The above statements are true to the best of my knowledge and belief.


 (Signature)
 (Name of the person signing the declaration).....
 *(Status of the person signing the declaration in relation to the transferee).....
 *(Status of the person signing the declaration in relation to the transferor).....
 Date :-

* Strike out whichever is not applicable.
 Note:1. To be retained with Transferor.
 2. The contents of this 'F' form may be verified from the website www.tinxyz.com after 15 days from the date of issue of F form.
 3. This form is printed by Transferee.

INVOICE DETAILS										
Sl. No	Inv. No	Inv. Date	Main Commodity	Commodity Desc.	Inv.Value	Qty	Transport Name	Bilty No.	Bilty Date	Delivery Date
1	1212	12/11/2011	Iron & Steel	YTR	44	55	TEST	323	12/11/2011	12/11/2011

Form Series/Serial No : CG-FS 23033

By clicking on print button user will get the E I-FORM as shown below.



THE CENTRAL SALES TAX (REGISTRATION AND TURNOVER) RULES, 1957
FORM 'E-I'

Name of the State **CHHATTISGARH**
 Serial No. **CG-EIS3** Certificate under sub-section (2) of Section 6
[See Rule 12(4)]

[To be issued (in duplicate) (i) by the selling dealer who first moved the goods in the case of a sale falling under Section 3(a) or (ii) by the dealer who makes the first inter-State sale during the movement of the goods from one State to another in the case of a sale falling under Section 3(b).]

A.	Name of the selling dealer	PUJA MARKETING
B.	(i) Name of the purchasing dealer	TEST
	(ii) Address (with name of the State)	TEST(NAME,NAME) CHHATTISGARH
C.	(i) Name of place and State in which movement commenced	TEST1 CHHATTISGARH
	(ii) Name of place and State to which the goods have been consigned by the signatory	TEST2 MAHARASTRA
D.	(i) Invoice No. and date	<i>(see table below)</i>
	(ii) Description, quantity and value of goods	<i>(see table below)</i>
	(iii) Number and date of the declaration Form C received from purchasing dealer with name of State of issue	<i>(see table below)</i>
	(iv) Number and date of the Railway Receipt/Trip sheet of lorry/ or any other document of other means of transport	<i>(see table below)</i>

I/We the selling dealer(s) mentioned above do certify that I am/We are registered under the Act and am/are holding registration certificate No. **22101204764** dated **08/03/2007** in the State of **CHHATTISGARH**. [I/We further certify that (i) I/We will pay/have paid tax under the Act or (ii) no tax was payable under the Act in view of the general exemption referred to in sub-section (2-A) (or in pursuance to any exemption or concession granted under sub-section (5)) of Section 6, on the sale of goods covered by documents whose particulars are given above, to the appropriate sales tax authority of the State of **CHHATTISGARH**].

[The above statements are true to the best of my knowledge and belief.
 (Signature).....
 (Name of the person signing the certificate)
 (Place)
 (Status of the person signing the certificate in relation to the dealer)].


Dated: **11/04/2013**
 Address (with name of the State) **0000000000 000000, 00000000, CHHATTISGARH**

[Explanation - 1: In this Form, Item D(iii) shall not be applicable in cases covered by the second proviso to sub-section (2) of Section 6.]
(Note:- To be retained by the dealer receiving the certificate.)

Note : 1. To be furnished to the prescribed authority.
 2. This form is printed by Seller.
 3. This is System generated copy, does not require any signature.
 4. To verify EI-Form visit the website '<http://cg.mca.in/comtax>' and click link EI-Form Search.

InvoiceDetail							
Invoice No.	Invoice Date	Quantity	Invoice value(Rs)	Commodity Code	Commodity Desc.	Billty NO.	Billty Date.
2493	12/11/2012	34	34	Iron & Steel	YH	33	12/11/2012
29389	12/12/2012	5	45	Iron & Steel	RT	45	12/12/2012

By clicking on print button user will get the E I-FORM as shown below.



THE CENTRAL SALES TAX (REGISTRATION AND TURNOVER) RULES, 1957
FORM 'E-II'

Name of the State **CHHATTISGARH**
 Serial No. **CG-EIIS10** Certificate under sub-section (2) of Section 6
[See Rule 12(4)]

[To be issued (in duplicate) by the first or subsequent transferee in the series of sales referred to in Section 6(2)(a) or second or subsequent transferee in the series of sales referred to in Section 6(2)(b).]

A.	Name of the dealer effecting a sale by transfer of the documents of title to the goods	PUJA MARKETING
B.	(i) Name of the purchasing dealer	TEST E2
	(ii) Address (with name of State)	RPR CHHATTISGARH
C.	(i) Name of the place and State in which movement commenced	RAIPUR CHHATTISGARH
	(ii) Name of the place and State to which the goods have been consigned	DURG CHHATTISGARH
D.	(i) Invoice No. and date	<i>(see table below)</i>
	(ii) Description, quantity and value of goods	<i>(see table below)</i>
	(iii) Number and date of the declaration Form C received from purchasing dealer with name of State of issue	<i>(see table below)</i>
	(iv) Number and date of the Railway Receipt/Trip sheet of lorry/ or any other document of other means of transport	<i>(see table below)</i>

I/We the selling dealer do certify that -
 (a) I am/We are registered under the Act and am/are holding registration certificate No. **22101204764** dated **08/03/2007** in the State of **CHHATTISGARH**
 (b) I/We, having purchased the documents of title to the goods during their movement from one State to another referred to in Item C above, against a Certificate No. **WE_20** in Form 'E-I'/E-II, have now effected a subsequent sale during such movement by transferring the same in favour of the purchasing dealer whose address is given in this certificate.
 (c) [The dealer from whom I/We purchased the documents of title to the goods during the movement referred to in (b) above, has certified (i) that he has paid/will pay the tax or (ii) that the tax has been/will be paid by any of the preceding transferees of documents of title to the goods or (iii) that no tax was payable under the Act in view of the general exemption referred to in sub-section (2-A) or in pursuance to any exemption or concession granted under sub-section (5) of Section 6.]

[The above statements are true to the best of my knowledge and belief.
 (Signature).....
 (Name of the person signing the certificate)
 (Place)
 (Status of the person signing the certificate in relation to the dealer)].

Dated: **17/04/2013**
 Address (with name of the State) **0000000000 000000, 00000000, CHHATTISGARH**

[Explanation 1: In this Form, 'transferor' means by person who effects a sale in the mode referred to in (a) or (b) of 2.
[Explanation 2: In this Form, Item D(iii) shall not be applicable in cases covered by the second proviso to sub-section (2) of Section 6.]
(Note:- To be retained by the dealer receiving the certificate.)

Note : 1. To be furnished to the prescribed authority.
 2. This form is printed by Seller.
 3. This is System generated copy, does not require any signature.
 4. To verify EII-Form visit the website '<http://cg.mca.in/comtax>' and click link EII-Form Search.

Invoice Details							
Invoice No.	Invoice Date	Quantity	Invoice value(Rs)	Commodity Code	Commodity Desc.	Billty NO.	Billty Date.
-/1	08/04/2013	333	2324	Iron & Steel	TEST	2313	09/04/2013

4.6 Upload XML/ZIP file

On click of 'Upload XML' option, the dealer will be shown the following screen.

Online Forms Government of Chhattisgarh
Commercial Tax Department

[Main Page](#) [Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

Module Name

Select Form Type to upload XML file requesting to issue Forms

C-Form E I-Form E II-Form F-Form

Note: Only xml files are allowed.

Here, the dealer has to select Form-Type to upload XML file for requesting C-Form, F-Form, E I-Form or E II-Form.

For C-Form, F-Form, E I-Form and E II –Form

Dealers can also upload the XML file, containing the CST request information using the option of 'Upload XML file' for C-Form, F-Form, E I-Form and E II -Form. Here, when the file is browsed and uploaded, the system checks for the format and structure of the files. If it matches as per the XSD format for XML file structure given by the department, it will allow saving and submitting. Otherwise it ignores the same with the error messages. The following screen shows the process of the XML file upload.

Online Forms Government of Chhattisgarh
Commercial Tax Department

[Main Page](#) [Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

:: CST XML File Upload Form ::

Form Type Complete

Enter File Name No file chosen

The XML file validation details are shown below. – One without error and one with Error.

Online Forms

Government of Chhattisgarh
Commercial Tax Department

[Main Page](#)
[Sign Out](#)

TIN: 22101204764
Prop/Comp. Name: PUJA MARKETING

:: CST Statutory Request Form - XML Validation ::

OnlineForm Request for the period (2008-2009,2009

XML file Uploaded Successfully.....

Ref.No	Pur.Tin	Sel.Tin	Sel.Name	Sel.Addr	Sel.State	SFType	Error
0	22101204764	27690001363	SKOL BREWERIES LIMITED	UNIT PALS, AURAGABAD,	MH	C	

Ref.No	Invoice No.	Invoice Date (mm/dd/yyyy)	Commodity Code	Commodity	Invoice Value	Purchase Order No.	Purchase Order Date (mm/dd/yyyy)	Purpose Code	Error
0	56668	04/01/2009	100	BEER	564000			T	
0	3323	10/14/2009	106	BEER	564000			T	
0	56775	10/16/2009	106	BEER	564000.38			T	
0	eqeqe2	10/16/2009	106	BEER	578400.28			T	

Total No of Master Records is:: 2 , in which 2 master records saved successfully
 Total No of Invoices is:: 4 , in which 4 invoices saved successfully

Back

This screen shows data with error.

Online Forms

Government of Chhattisgarh
Commercial Tax Department

[Main Page](#)
[Sign Out](#)

TIN: 22101204764
Prop/Comp. Name: PUJA MARKETING

:: CST Statutory Request Form - XML Validation ::

OnlineForm Request for the period (2008-2

XML file Uploaded Successfully.....

Validate XML Data

Back

Error Description:
 DT-Date is not in validFormat;
 ET1-TIN not valid;
 ET2-Buyer-Seller TIN same;
 ET3-SelTin 11 digit numerics;
 ED1-Invoice Date greater than Current Date;
 ED2-Invoice Date should be less than CST Transfer Date;
 ED3-You have Opted Composition,So Not Eligible For OnlineForm;
 EF-Invoice Date should be greater than/equal to CST Registration date;
 EN1-Invoice Value is 0;
 EN2-Invoice Number is Invalid;
 ED4-Invoice date should be greater than/equal to 01/04/2008;
 EC-Invoice Date should be less than CST Cancel Date;
 EP-Purchase Order date should be less than/equal to invoice date;
 SFT- Form type is not valid enter C for C-form;
 EN2-Invoice Number is Invalid;

Ref.No	Pur.Tin	Sel.Tin	Sel.Name	Sel.Addr	Sel.State	SFType	Error
0	22101204764	22101204764	SKOL BREWERIES LIMITED	UNIT PALS, AURAGABAD,	MH	C	:ET2
1	22101204764	27690001363	SKOL BREWERIES LIMITED	UNIT PALS, AURAGABAD,	MH	C	

Ref.No	Invoice No.	Invoice Date (mm/dd/yyyy)	Commodity Code	Commodity	Invoice Value	Purchase Order No.	Purchase Order Date (mm/dd/yyyy)	Purpose Code	Error
0	56668	04/01/2009	100	BEER	564000			T	
1	3323	10/14/2009	106	BEER	564000			T	
1	56775	10/16/2009	106	BEER	564000.38			T	
1	eqeqe2	10/16/2009	106	BEER	578400.28			T	

Data has fatal Errors..! It cannot be Saved..

Based on whether there is error or not, on pressing the 'Save' button, the records are saved to the system.

5. Receipt Entries

After successfully logging into the department web-site, dealer can see the following Main page. Here dealer has to select the option 'CST Receipt Forms', to enter the details of utilized and receipt of the CST forms, both C-Form & F-Form.

This option has been provided to the dealer to enter or upload and submit the utilization details of the Partial C-forms issued from the CTO and receipt details of the CST forms of the other states

Online Forms Government of Chhattisgarh Commercial Tax Department

e-services Sign Out

- mainmenu
 - e-CST Forms
 - Request Entry
 - Upload XMLs
 - Update and Submit
 - Status
 - Print
 - Cancel
 - Reprint Form
 - CST Receipt Forms
 - Entry and Update
 - Upload XMLs
 - Verify and Submit
 - Reports and Help
 - DownLoad Setup
 - Contact Detail

TIN	22101204764
Prop/Comp. Name	
Last Login	On 04/06/2013 at 1:11:15 PM

Announcements

Notices

1.CFSCConverter has been updated on 31-01-2012,so while converting data into xml please download the updated converter from website..

IT Solution By National Informatics Centre

When dealer clicks on the 'Entry and Update' sub-option in the 'CST Receipt forms', the System shows the following screen. Dealer can select either C-Form, F-Form, E I-Form and E II -Form from Form Type.

Online Forms Government of Chhattisgarh Commercial Tax Department

Main Page Sign Out

TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING

∴ CST Statutory Forms - Entry Form ∴

Form Type*	Series No*	Serial No*		
C-Form	<input type="text"/>	<input type="text"/>	GO	Exit
<input checked="" type="radio"/> UTILISATION <input type="radio"/> RECEIPT				

C-Form

Here the dealer has to enter the Series Number and Serial No of the form and click the GO button. If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option; otherwise the existing details for the entered form will be shown for updation or deletion.



Online Forms Government of Chhattisgarh Commercial Tax Department

Main Page TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING Sign Out

:: CST Statutory Forms - Entry Form ::

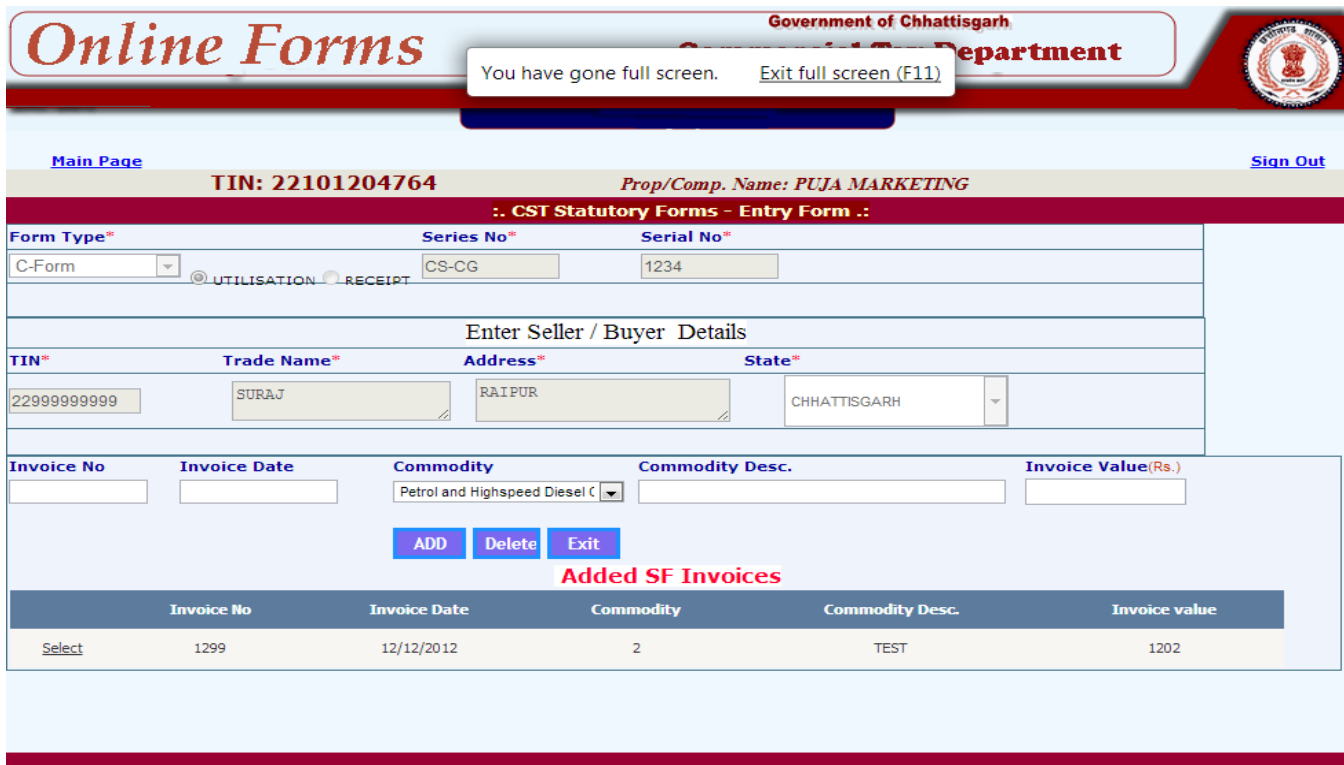
Form Type* Series No* Serial No*

C-Form CS-CG 1234 New Entry Exit

UTILISATION RECEIPT

Data Not Available For This Entry. Click 'New Entry' Button to continue..

Once this step is completed, the system shows the following Screen.



Online Forms Government of Chhattisgarh Commercial Tax Department

You have gone full screen. Exit full screen (F11)

Main Page TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING Sign Out

:: CST Statutory Forms - Entry Form ::

Form Type* Series No* Serial No*

C-Form CS-CG 1234

UTILISATION RECEIPT

Enter Seller / Buyer Details

TIN* Trade Name* Address* State*

22999999999 SURAJ RAIPUR CHHATTISGARH

Invoice No Invoice Date Commodity Commodity Desc. Invoice Value(Rs.)

Petrol and Highspeed Diesel C

ADD Delete Exit

Added SF Invoices

Invoice No	Invoice Date	Commodity	Commodity Desc.	Invoice value	
Select	1299	12/12/2012	2	TEST	1202

Now, dealer has to enter the invoice number, invoice date, commodity and invoice Value of each transaction that is recorded with the selected CST receipt form. Once all the entries are completed, the dealer can press exit button and come out from this screen. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

F-Form

For F-Form the dealer has to follow the same process by enter the Series Number and Serial No of the form And click the GO button If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option, otherwise the existing details for the entered form will be shown for updation or deletion.

Online Forms Government of Chhattisgarh
Commercial Tax Department

[Main Page](#) [Sign Out](#)

TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING

:: CST Statutory Forms - Entry Form ::

Form Type* Series No* Serial No*

F-Form CG-SF 123

UTILISATION RECEIPT

Data Not Available For This Entry. Click 'New Entry' Button to continue..

Once this step is completed, the system shows the following Screen.

Online Forms Government of Chhattisgarh
Commercial Tax Department

[Main Page](#) [Sign Out](#)

TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING

:: CST Statutory Forms - Entry Form ::

Form Type* Series No* Serial No*

F-Form CG-SF 123456

UTILISATION RECEIPT

Enter Seller / Buyer Details

TIN* Trade Name* Address* State*

2233333333 SHUBAUM MUMBAI CHHATTISGARH

Inv. No.*	Inv.Date*	Quantity*	Invoice Value(Rs.)*	Commodity	Commodity Desc.	Transport Name*	Bilty No*	Bilty Date*	Delivery Date
				Four Wheeler Ve					

Added SF Invoices

Invoice No	Invoice Date	Quantity	Invoice Value	Commodity	Commodity Desc.	Transport Name	Bilty No.	Bilty Date	Delivery Date	
Select	1029	12/03/2013	837	34839	4	TEST	RAJ	9238	12/03/2013	12/03/2013

Now, dealer has to enter the details of each transaction that is recorded with the selected CST receipt form with Invoice details having invoice number, invoice date, commodity, invoice value, Quantity along with the Transport details containing Transport name, Bilty No., Bilty Date and Delivery Date. Also blank Delivery Date is allowed. Once all the entries are completed, the dealer can press exit button and come out from this screen. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.


E I-Form

For E I-Form the dealer has to follow the same process by enter the Series Number and Serial No of the E I -Form and click the GO button. If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option; otherwise the existing details for the entered form will be shown for updation or deletion.

Online Forms

Government of Chhattisgarh

Commercial Tax Department



[Main Page](#)[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

∴ CST Statutory Forms - Entry Form ∴

Form Type*	Series No*	Serial No*		
E I-Form	<input type="text" value="CG-CE1"/>	<input type="text" value="123"/>	<input type="button" value="New Entry"/>	<input type="button" value="Exit"/>
<input checked="" type="radio"/> UTILISATION <input type="radio"/> RECEIPT		Data Not Available For This Entry. Click 'New Entry' Button to continue..		

Once this step is completed, the system shows the following Screen.

Online Forms

Government of Chhattisgarh
Commercial Tax Department

[Main Page](#)
TIN: 22101204764
Prop/Comp. Name: PUJA MARKETING
[Sign Out](#)

:. CST Statutory Forms - Entry Form :.

Form Type*	Series No*	Serial No*						
E I-Form	CG-CE1	123						
<input checked="" type="radio"/> UTILISATION <input type="radio"/> RECEIPT								
Enter Seller / Buyer Details								
TIN*	Trade Name*	Address*	State*					
22333333333	TETA	RAIPUR	CHHATTISGARH					
Transportation Details								
Originating Place & State		Destination Place & State						
RAIPUR	CHHATTISGARH	PUNE	MAHARASTRA					
<input type="button" value="Update Details"/>								
Inv. No.*	Inv.Date*	Quantity*	Invoice Value(Rs.)*	Commodity	Commodity Desc.	Bilty No*	Bilty Date*	
				Iron & Steel				
<input type="button" value="ADD"/> <input type="button" value="Delete"/>								
Invoice No	Invoice Date	Quantity	Invoice Value	Commodity	Commodity Desc.	Bilty No.	Bilty Date	
Select	2938	12/02/2013	99	1029	3	TES	2399	12/02/2013
1029								
C - Forms Details								
SR. No	Sl. No.	Date	State	Value Declared(Rs.)				
			ANDAMAN AND NICOBAR					
<input type="button" value="Add"/> <input type="button" value="Delete"/>								
<input type="button" value="Exit"/>								

Now, dealer has to enter the details of each transaction that is recorded with the selected CST Receipt form with Invoice details having the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Billy Date.

Also dealer has to enter the C-Form details(C-Form that dealer has issued from Chhattisgarh State against which, he has received EI form) which includes C-form Series Number, Serial Number, Date, State and Value. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

E II-Form

For E II-Form the dealer has to follow the same process by enter the Series Number and Serial No of the E II-Form and click the GO button. If the details entered are for the first time, the system prompts the user to click on the 'New Entry' option; otherwise the existing details for the entered form will be shown for updation or deletion.

Online Forms

Government of Chhattisgarh
Commercial Tax Department



[Main Page](#)[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

.: CST Statutory Forms - Entry Form .:

Form Type*	Series No*	Serial No*		
E II-Form	<input type="text" value="CG-CEII"/>	<input type="text" value="6766"/>	<input type="button" value="New Entry"/>	<input type="button" value="Exit"/>
<input type="radio"/> UTILISATION <input checked="" type="radio"/> RECEIPT		Data Not Available For This Entry. Click 'New Entry' Button to continue..		

Once this step is completed, the system shows the following Screen.

Online Forms

Government of Chhattisgarh
Commercial Tax Department

[Main Page](#)
[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

:: CST Statutory Forms - Entry Form ::

Form Type*	Series No*	Serial No*						
E II-Form	CG-CE2	128						
<input type="radio"/> UTILISATION <input checked="" type="radio"/> RECEIPT								
Enter Seller / Buyer Details								
TIN*	Trade Name*	Address*	State*					
22586666666	TEST	TEST	CHHATTISGARH					
Transportation Details								
Originating Place & State			Destination Place & State					
RAIPUR	CHHATTISGARH	PUNE	MAHARASTRA					
Inv. No.*	Inv.Date*	Quantity*	Invoice Value(Rs)*	Commodity	Commodity Desc.	Bilty No*	Bilty Date*	
				Coal and Coke				
<input type="button" value="ADD"/> <input type="button" value="Delete"/>								
Invoice No	Invoice Date	Quantity	Invoice Value	Commodity	Commodity Desc.	Bilty No.	Bilty Date	
Select	293	12/02/2013	99	1029	3	TES	2399	12/02/2013
1029								
C - Forms Details								
SR. No	Sl. No.	Date	State	Value Declared(Rs.)				
			ANDAMAN AND NICOBAR					
				<input type="button" value="Add"/> <input type="button" value="Delete"/>				
<input type="button" value="Exit"/>								

Now, dealer has to enter the details of each transaction that is recorded with the selected CST Receipt form with Invoice details having the Originating Place & State, Destination Place & State, Invoice No., Invoice Date, and Invoice Value, Main Commodity, and Commodity description, Bilty No., Bilty Date.

Also dealer has to enter the C-Form details(C-Form that dealer has issued from Chhattisgarh State against which, he has received EI form) which includes C-form Series Number, Serial Number, Date, State and Value. The details entered by the dealer are stored temporarily in his Account and not made available to the department for official use as the dealer has not yet submitted the same.

5.1 Verify and Submit

The next step to be followed by the dealer is to click on the 'verify and submit' option in the 'CST Receipt Forms' menu, where-in the system shows the list of forms entered, both C-Form & F-Form but are waiting for submission by the dealer, as shown below.

The screenshot shows the 'Online Forms' interface for the Government of Chhattisgarh Commercial Tax Department. The user is logged in as 'PUJA MARKETING' with TIN: 22101204764. The page title is ':. CST Statutory Forms - Pending For Submission :.'. Below the title is a table listing various statutory form invoices.

Select	Util Category	Form Type	Series No	Serial No	Seller/Buyer TIN	Seller/Buyer Name
Select	R	F-FORM	mp		02323823899	TESDT
Select	R	F-FORM	AZZ		02150024566	SDDS DFG
Select	R	C-FORM	cg-csy		00123456181	TEST NAME
Select	U	C-FORM	MPs		02728282288	TEST COPM
Select	U	C-FORM	mp		18711721878	TESY
Select	R	C-FORM	MH-CM		02073949239	Test Name
Select	R	F-FORM	KLNPLKJU		29457896541	TEST 0812
Select	R	F-FORM	ASQ		00356445450	SDDF FDDFG
Select	R	C-FORM	mp		22317182639	test
Select	R	C-FORM	KJ		22102829172	TESTJJK
Select	U	F-FORM	11		22345666342	TEST2
Select	R	C-FORM	PL2		22737733737	TESTHH(E)
Select	U	C-FORM	-		22453353534	TEST15
Select	U	F-FORM	dsf		22444444445	TEST16
Select	U	F-FORM	ALL		22453353534	SDFA
Select	R	E I-FORM	39		22233333333	TEST
Select	U	F-FORM	24		24343434343	DFGDFGd
Select	U	C-FORM	TY		22444444444	FGDFGD
Select	R	C-FORM	mo		22334434343	3RERTERT
Select	R	C-FORM	MP		22323232322	TEST
Select	R	E I-FORM	TEST		22101010101	TEAT
Select	U	C-FORM	mp		23343353453	TEST
Select	U	F-FORM	11		22333333333	TEST3
Select	U	F-FORM	fasfasd		220000000	TEST4
Select	U	C-FORM	nm		220000000	TEST6
Select	R	C-FORM	11		22453353534	TEST9
Select	R	C-FORM	2345		22345666555	TEST9
Select	U	C-FORM	dsfa		22345666213	TEST10
Select	U	C-FORM	-		22444444445	TEST10
Select	U	C-FORM	-		22453353534	TEST12
Select	U	F-FORM	-		22453353534	TEST11

Next, the dealer can click on the select link against the form, which the dealer wants to submit, the system shows the details of the form as shown in the next screen.

The screenshot shows the 'Online Forms' interface for the Government of Chhattisgarh Commercial Tax Department. The user is logged in as 'PUJA MARKETING' with TIN: 22101204764. The page title is ':. CST Statutory Forms - Submit Form :.'. Below the title is a form for submitting a form, followed by a table showing the details of the selected form.

Form Type: E I-Form, Series No: CG-CE1, Serial No: 123

Seller/Buyer Tin: 22333333333, Seller/Buyer Name: TETA, Seller/Buyer Address: RAIPUR, Seller/Buyer State: CHHATTISGARH


Invoice No	Invoice Date	Commodity	Commodity Desc.	Invoice Value	Quantity	Origin Place	Origin State	Dest. Place	Dest. State	Bilty No.	Bilty Date
2938	12/02/2013	3	TES	1029	99	RAIPUR	CT	PUNE	MH	2399	12/02/2013

No of Invoices: 1, Total Net Value: 1029

Buttons: Submit, Delete, Exit

Here, the dealer verifies the details and clicks the submit button. Now the 'Web ACK Slip' will be generated as shown below. This can be printed by the dealer and submitted to the concerned CTO for record. This 'Web ACK Slip' contains the details of the forms submitted.

C-Form 'Web ACK Slip'


	GOVERNMENT OF CHHATTISGARH Commercial Taxes Department		
	-: WEB ACK. SLIP :-		
NAME :	PUJA MARKETING		
ACK NO. :	22281	TIN NO:	22101204764
DATE :	07/06/2013		
ITEM :	SF[R-F-Form-CG-SF-123456]		
Web generated Acknowledgement Slip			

List of Purchase Invoices entered

Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Latest Inv Date	No.of.invoices	Total Invoice Value(in Rs)
F-Form	22333333333	SHUBAUM	MUMBAI	CT	03/12/2013 12:00:00 AM	1	34839

[Print](#) [Back](#)

F-Form 'Web ACK Slip'

	GOVERNMENT OF CHHATTISGARH Commercial Taxes Department		
	-: WEB ACK. SLIP :-		
NAME :	PUJA MARKETING		
ACK NO. :	22282	TIN NO:	22101204764
DATE :	07/06/2013		
ITEM :	SF[U-F-Form-CG-SF-123]		
Web generated Acknowledgement Slip			

List of Purchase Invoices entered

Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Latest Inv Date	No.of.invoices	Total Invoice Value(in Rs)
F-Form	22333333333	TET	TETR	CT	03/12/2013 12:00:00 AM	1	34839

[Print](#) [Back](#)

In same way ACK Slip for E I- Form and E II- Form will be generated.

There is also provision for the dealer to take the print out of the already submitted forms using 'CST Forms Receipt' option in the 'Reports and Help' menu,

Online Forms

Government of Chhattisgarh
Commercial Tax Department

[Main Page](#)
[Sign Out](#)

TIN: 22101204764 *Prop/Comp. Name: PUJA MARKETING*

:: CST Statutory Forms - Print Invoice Report ::

List of Statutory Form Invoices entered

	ACK No	ACK Date	Util Category	Form Type	Series No	Serial No	Seller/Buyer Tin	Seller/Buyer Name
Select	22235	23/03/2013	R	C-FORM	MP		23344444444	TEST
Select	2283	07/08/2012	U	C-FORM	MP-CS		24888344	Test seller
Select	2284	07/08/2012	U	F-FORM	NWS		23784565981	TEST 06
Select	22240	02/04/2013	U	C-FORM	1		22453545	TEST2
Select	22248	06/04/2013	R	E I-FORM	WE		22324243234	WER
Select	22279	29/05/2013	U	C-FORM	12		22222222222	TEST
Select	22272	22/05/2013	U	E I-FORM	TESTING		22222222222	22
Select	22247	06/04/2013	R	E I-FORM	WE		22324243234	WER
Select	22266	22/05/2013	R	E I-FORM	HELLO		22999999999	TEST
Select	22274	28/05/2013	U	F-FORM	24		22222222222	TEST
Select	22278	28/05/2013	U	E I-FORM	TEST		22222222222	TEST E2
Select	22262	15/05/2013	U	E I-FORM	WE		22000000000	TEST
Select	22249	09/04/2013	U	E I-FORM	EM		23232323232	TWERWR
Select	22230	21/03/2013	R	C-FORM	1qq		220000000	TEST5
Select	22231	21/03/2013	R	F-FORM	32		22345666	TEST5
Select	22236	23/03/2013	R	C-FORM	mp		23344444444	TEST
Select	22237	02/04/2013	U	C-FORM	12		2243545	TEST
Select	22242	02/04/2013	U	C-FORM	cg-cs		222222	TESTNAME
Select	22239	02/04/2013	U	C-FORM	1		22453545	TEST2

On click of the select button, system shows the invoice details, which can be printed by the user.

	GOVERNMENT OF CHHATTISGARH Commercial Taxes Department :: WEB ACK. SLIP ::		
NAME :	PUJA MARKETING		
ACK NO. :	22281	TIN NO:	22101204764
DATE :	07/06/2013		
ITEM :	SF[F-FORM-03-123456-22333333333]		
Web generated Acknowledgement Slip			

List of Purchase Invoices entered

Form Type	Seller TIN	Prop/Comp.Name	Address	State Code	Latest Inv Date	No.of.invoices	Total Invoice Value(in Rs)
F-Form	22333333333	SHUBAUM	MUMBAI	CT	03/12/2013 12:00:00 AM	1	34839

5.2 Upload XML File

Dealer has the provision to upload the XML file containing multiple CST forms with invoices in one-go using the option 'Upload XML file' in the CST Receipt forms.

On click of 'Upload XML' option, the dealer will be shown the following screen.

Online Forms Government of Chhattisgarh
Commercial Tax Department

[Main Page](#) [Sign Out](#)

TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING

Module Name

Select Form Type to upload XML file requesting to issue Forms

C-Form E I-Form E II-Form F-Form

Note: Only xml files are allowed.

C-Form, F-Form, E I-Form, E II-Form

On selecting option 'Upload C-Form, F-Form, E I-Form or E II -Form XML File', the system shows the following screen. Next, dealer has to select the XML/ZIP file from their computer, which contains the CST forms to be uploaded and press upload button.

The screenshot shows the 'Online Forms' interface for the 'Government of Chhattisgarh Commercial Tax Department'. The header includes the department name and logo. The user is logged in as 'Prop/Comp. Name: PUJA MARKETING' with TIN: 22101204764. The page title is 'CST - Statutory Forms - Invoice XML File Upload Form'. The main content area contains a file upload form with a text input field for 'Enter File Name', a 'Choose File' button, and the text 'No file chosen'. Below the input field are 'Upload' and 'Exit' buttons.

Once it is successfully uploaded, it will prompt the dealer to validate the data by clicking the 'Validate XML Data' button.

The screenshot shows the 'Online Forms' interface for the 'Government of Chhattisgarh Commercial Tax Department'. The header includes the department name and logo. The user is logged in as 'Prop/Comp. Name: PUJA MARKETING' with TIN: 22101204764. The page title is 'CST Statutory Forms - F-Form XML Validation Form'. The main content area displays a message: 'F-Form XML file Uploaded Successfully.....'. Below the message is a 'Validate XML Data' button.



[Main Page](#)

[Sign Out](#)

TIN: 22101204764

Prop/Comp. Name: PUJA MARKETING

:. CST Statutory Forms - F-Form XML Validation Form .:

F-Form XML file Uploaded Successfully.....

[Validate XML Data](#)

Ref. No.	TIN No.	Series No.	Serial No.	SBName	SBAddress	SBState	SB TIN	Form Type	Utility	Error
0	22101204764	cst123	222222	Test	Shanker ngar(rwer,dkfu)	HR	06522701111	F	R	
1	22101204764	cst123	222222	Test	Shanker ngar	HR	06522701212	F	R	
2	22101204764		242222	Test	Shanker ngar	GJ	24522701212	F	R	

Ref. No.	Invoice No.	Invoice Date	Commodity Code	Invoice Value	Quantity	Transport Name	Bilty No.	Bilty Date	Delivery Date	Error
0	14	12/12/2012	1	22445	4	Test	4	12/12/2012	12/12/2012	
0	15	12/12/2012	1	4554	4	Test	44	12/12/2012	12/12/2012	
0	16	12/12/2012	1	554	4	Test	55	12/12/2012	12/12/2012	
0	17	12/12/2012	1	554	4	Test	55	12/12/2012	12/12/2012	
0	18	12/12/2012	1	22445	4	Test	4	12/12/2012	12/12/2012	
1	11	12/12/2012	1	4444.00	3	test	44	12/12/2012	12/12/2012	
2	13	12/12/2012	1	4555	4	Test	3	12/12/2012	12/12/2012	
2	12	12/12/2012	1	25666	3	Test	33	12/12/2012	12/12/2012	

[Save the Data](#)

Once it is done, the system shows the CST data from the uploaded XML file, if it is in proper required format as shown above. Otherwise it gives the error message accordingly. Here, dealer can see the multiple CST forms with invoice details. Here the CST_forms_Id links the first table containing the seller/buyer details with the invoice details shown in the second table. If the data is okay, dealer can save it by clicking the 'Save the Data' button and subsequently can update the same if required and finally, submit to the department as explained in previous paras.

6. Reports and Help

On clicking this option the dealer is shown the following screen with options like reports, help and other options. Using the reports options, dealer can take the print of Web Acknowledgement for the various invoices submitted by him to the commercial taxes department, like online CST forms, CST forms Receipts. On pressing on each of these options, the dealer is shown various pages where the dealer has to enter some basic information parameters required to generate the corresponding Web Acknowledgement reports – like in the case of Online CST Forms dealer has to enter the respective Acknowledgement No. And Acknowledgement date.

Online Forms Government of Chhattisgarh
Commercial Tax Department

Main Page TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING Sign Out

Reports and Help

REPORTS	Status	HELP
Web Acknowledgement Online CST Forms CST Forms Receipts	e-CST Receipts	User Manual FAQ's XML File Formats Download AkruTi Font Unzip that File and place the 3 ttf files to PATH "C:\WINDOWS\Fonts\ Converter Contact Details GuidLines for XML Generation
Detailed Online CST Forms CST Forms Receipts Printed CST Form		
Master Commodities Enabled		

OTHER OPTIONS
[CST Dealer Print](#)

Exit

On the same line, dealer has the option to view or print detailed report for the submission made by him either category wise (Issued, Rejected, Pending, cancelled), Form Type wise (All, C-Form, Other Forms) and Report Type wise (Form-No, Seller/Buyer Tin, Quarter wise, Submission date wise). Using the 'Help' option, dealer can get assistance in operating the online form system by making use of the user manual, FAQ's, XML file formats, Download oracle akruTi, Converter and contact details options.

7. Converter

Dealer can download the converter from Reports and help menu.

Government of Chhattisgarh
Commercial Tax Department

Online Forms

Main Page Sign Out

TIN: 22101204764 Prop/Comp. Name: PUJA MARKETING

:. Reports and Help .:

REPORTS	Status	HELP
Web Acknowledgement <ul style="list-style-type: none">Online CST FormsCST Forms Receipts	<ul style="list-style-type: none">e-CST Receipts	<ul style="list-style-type: none">User ManualFAQ'sXML File FormatsDownload AkruTi FontUnzip that File and place the 3 ttf files to PATH "C:\WINDOWS\Fonts\"ConverterContact DetailsGuidLines for XML Generation
Detailed <ul style="list-style-type: none">Online CST FormsCST Forms ReceiptsPrinted CST Form		
Master <ul style="list-style-type: none">Commodities Enabled		

[Exit](#)

On click of the download button, the system prompts with a message to either open or save a file with the name VATEFSConvert.zip. User can save the .zip file on to their system. This is zipped file which has to be unzipped using Winzip application.

XML is the industry standard used to structure, store, and transport information.

While looking at these features of uploading the files, some of the dealers had already computerized their system where in the invoice details were being captured in various formats and output in various formats like word, excel or text file. Even though the information is available, the output is not as per the standard mentioned by the Department. Once again, from this data a separate .xml file has to be prepared, for uploading into Online form system. Dealers, who have computerized their systems, can contact their support engineers to develop a module accordingly and can make use of it. Else there are various utilities and programs which can be downloaded from the Internet which can convert the Excel file to .XML file. Else the dealers can also use the utility developed by department to convert the Excel file to .XML file and it is not mandatory for the dealer to use only this software for conversion.

The downloaded 'VATEFSConvert.zip' has the following files

a. Guidelines Excel to XML Converter.pdf
b. ONLINE_CST_COM.xls
c. OLDCSTCOM.xls
d. CST_PAR.xls
e. ONLINE_FFORM_COM.xls
f. RCPT_FFORM.xls
g. ONLINE_CST_COM.xsd
h. OLDCST_COM.xsd
i. CST_PAR.xsd
j. ONLINE_FFORM_COM.xsd
k. RCPT_FFORM.xsd

[Download](#)

Necessary instructions, guidelines and help information are all enclosed in the downloaded file. Users can go through this file and try to convert their Excel files to XML format and upload the file.

7.1 Process of Conversion

The downloaded Excel files can be used as and when required and also can be renamed to whatever the user wishes to.

ONLINE CST – For C-Form

Step 1: Open the ONLINE_CST_COM file (this file can be renamed and used for different Months) and user can see the screen as below where the top row of the Excel contains the description of the Columns of the purchase invoice. As far as possible do not change the Contents of this row. Users can start entering the data as summarized in the next table.

	I	J	K	L	M	N	O	P
1	/Cst_Mst/CommNm	/Cst_Mst/CommCd	/Cst_Mst/InvVal	/Cst_Mst/PurOrdNo	/Cst_Mst/PurOrdDt	/Cst_Mst/PurpCd		
2	sd	106	345	233	5/5/2011	B	Convert to XML	
3	sd	106	345	234	5/5/2011	B		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								

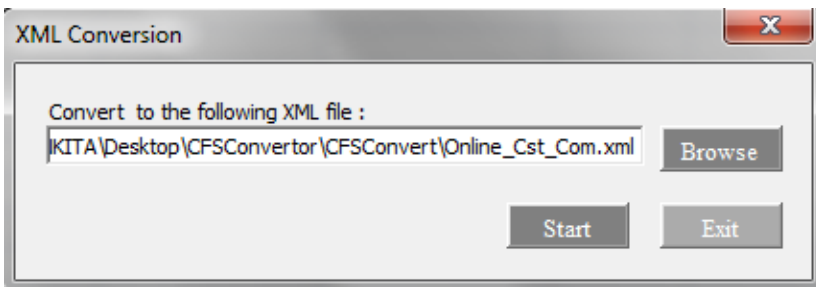
Table 1

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Purchase order Number	
13	Purchase Date	
14	Purpose code	Code of the Purpose

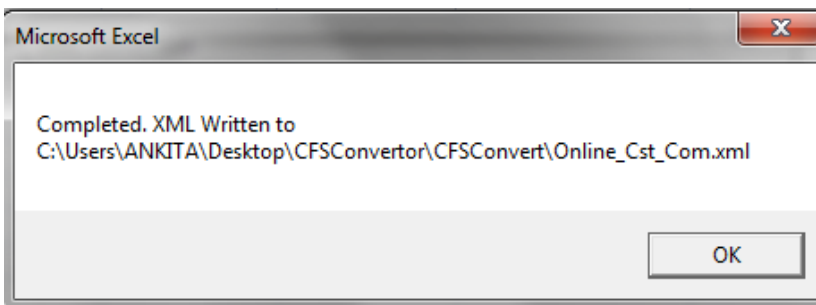
Step 2: After all the entries save the details and if there are any extra rows or columns delete the same and save only the contents pertaining to your Online CST. Please do not enter a non-numeric character in a numeric field and vice versa because during conversion to XML you may get error and conversion may fail. Save the entered contents properly and screen. After updation will look as below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	OldCst/TraNo	OldCst/SerNo	OldCst/Sum	OldCst/SBName	OldCst/SBAddr	OldCst/SBSta	OldCst/SBTIn	OldCst/SFTyp	OldCst/UICat	OldCst/InNo	OldCst/InDt	OldCst/Conn	OldCst/CommNo	OldCst/Inval		
1																
2	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	9611	07/06/2000	1	HB WIRE	712858.73		
3	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	9676	07/07/2012	1	HB WIRE	398645.04		
4	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	9914	07/10/2012	1	HB WIRE	724406.12		
5	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	12415	08/01/2012	1	HB WIRE	674534.18		
6	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	3571	05/07/2012	1	HB WIRE	722510.82		
7	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	3893	05/10/2012	1	HB WIRE	412024.58		
8	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	4613	05/15/2012	1	HB WIRE	787515.94		
9	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	4753	05/16/2012	1	HB WIRE	448952.97		
10	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	6419	05/31/2012	1	HB WIRE	772415.18		
11	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	6608	06/02/2012	1	HB WIRE	722687.33		
12	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	7235	06/07/2012	1	HB WIRE	754302.72		
13	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	7468	06/10/2012	1	HB WIRE	412788.82		
14	22361404053	CG-CS	216900	Amar Udyog	Bhilai	CT	22553200243	C	R	8544	06/22/2012	1	HB WIRE	408293.04		
15	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	481	04/05/2012	1	HB WIRE	725042.03		
16	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	629	04/06/2012	1	HB WIRE	734894.36		
17	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	977	04/10/2012	1	HB WIRE	720862.59		
18	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	1982	04/21/2012	1	HB WIRE	743115.89		
19	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2224	04/23/2012	1	HB WIRE	755027.74		
20	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2232	04/23/2012	1	HB WIRE	758692.92		
21	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2345	04/25/2012	1	HB WIRE	748613.67		
22	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2365	04/25/2012	1	HB WIRE	739927.15		
23	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2663	04/28/2012	1	HB WIRE	766172.24		
24	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2778	04/29/2012	1	HB WIRE	766338.47		
25	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2932	05/01/2012	1	HB WIRE	752819.48		
26	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	2960	05/01/2012	1	HB WIRE	748675.50		
27	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	3060	05/02/2012	1	HB WIRE	925024.04		
28	22361404053	CG-CS	166467	AARUSHI ISPAT	Raipur	CT	22731901896	C	R	3399	05/05/2012	1	HB WIRE	738085.38		

Step 3: On the right of the screen shown above the user can see a button with name ‘Convert to XML’. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press ‘Start’ button.



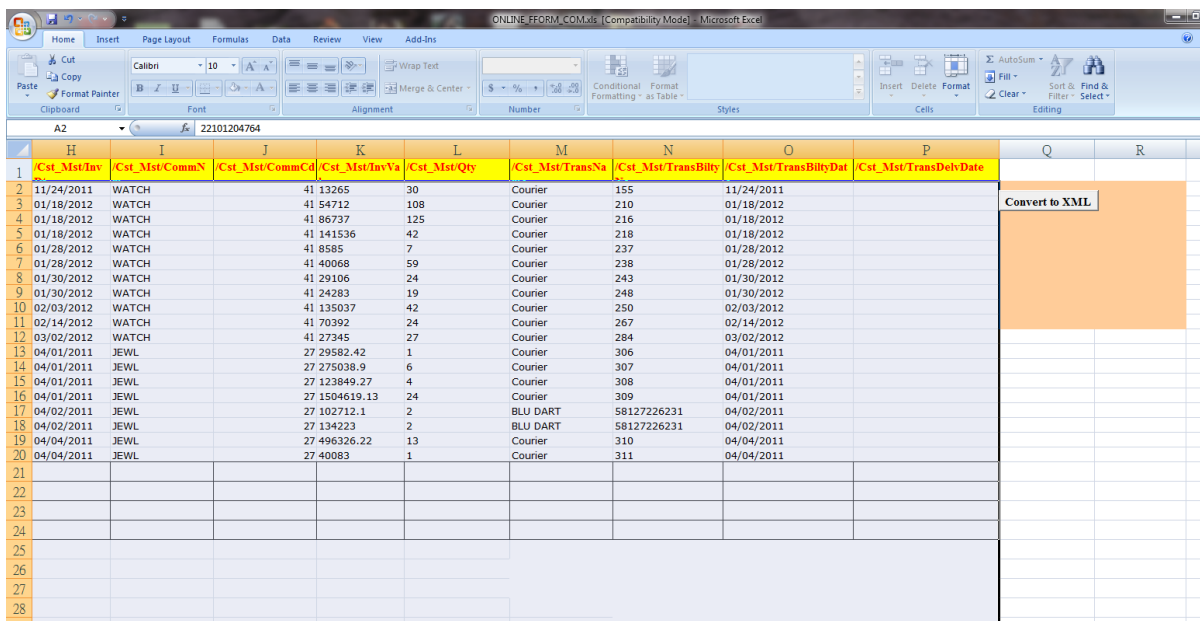
Before starting the conversion process, user has to ensure that the .xsd files (comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.



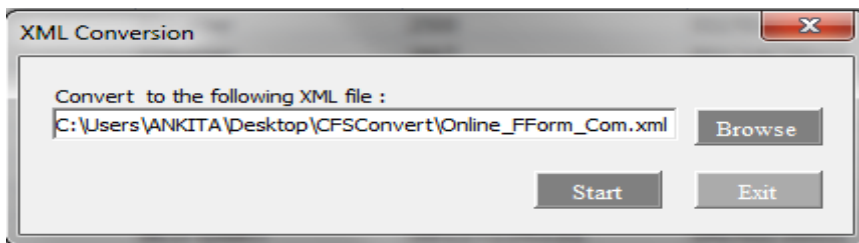
Tabel 1- For F form

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Quantity	Quantity of goods
13	Transport Name	Name of Transport Company
14	Bilty Number	Bilty number of Transport
14	Bilty Date	Bilty Date
16	Delivery Date	Delivery Date

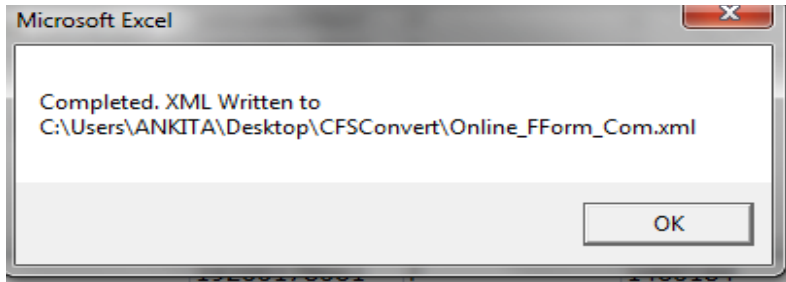
Step 2: After all the entries save the details and if there are any extra rows or columns delete the same and save only the contents pertaining to your OnlineF-Form. Please do not enter a non-numeric character in a numeric field and vice versa because during conversion to XML you may get error and conversion may fail. Save the entered contents properly and screen after updation will look as below.



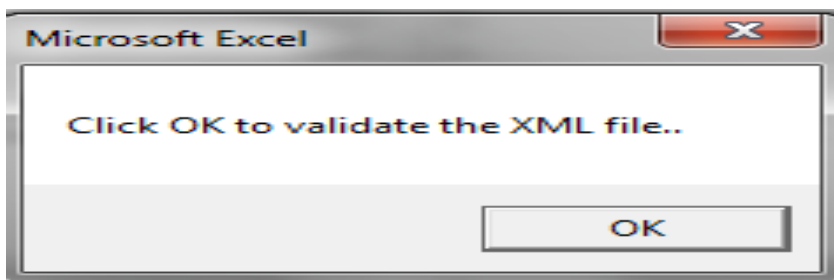
Step 3: On the right of the screen shown above the user can see a button with name 'Convert to XML'. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press 'Start' button.



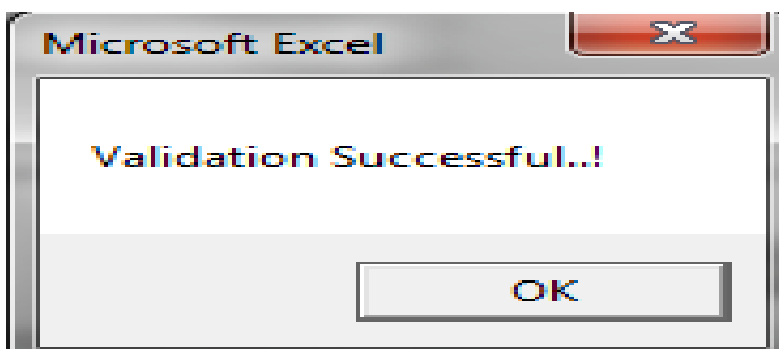
Before starting the conversion process, user has to ensure that the .xsd files(comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.



Further on pressing the 'Ok' button, user is displayed the following button which tries to validate the data entered with the format file as (.xsd file which comes along with the .zip file) given by the Commercial Tax department. To verify with this, user has to press 'OK' and the system validates the Converted XML file with the format file.



Once all the corrections, updations and modification are done and if the data in excel file matches that of the format file, then system indicates with a message as shown below Now.



Now user can copy this file and upload the same to the online form system for further action at the departments end.

OnlineCST (E I FORM & E II Form)

Step 1: Open the ONLINE_EIFORM_COM file for (**E I form**) & Use ONLINE_EIIFORM_COM file for(**E II form**) (this files can be renamed and used for different months) and user can see the screen as below where the top row of the Excel contains the description of the Columns of the Invoice along with Transport details. As far as possible do not change the contents of this row. Users can start entering the data as summarized in the next tables for E I & E II.

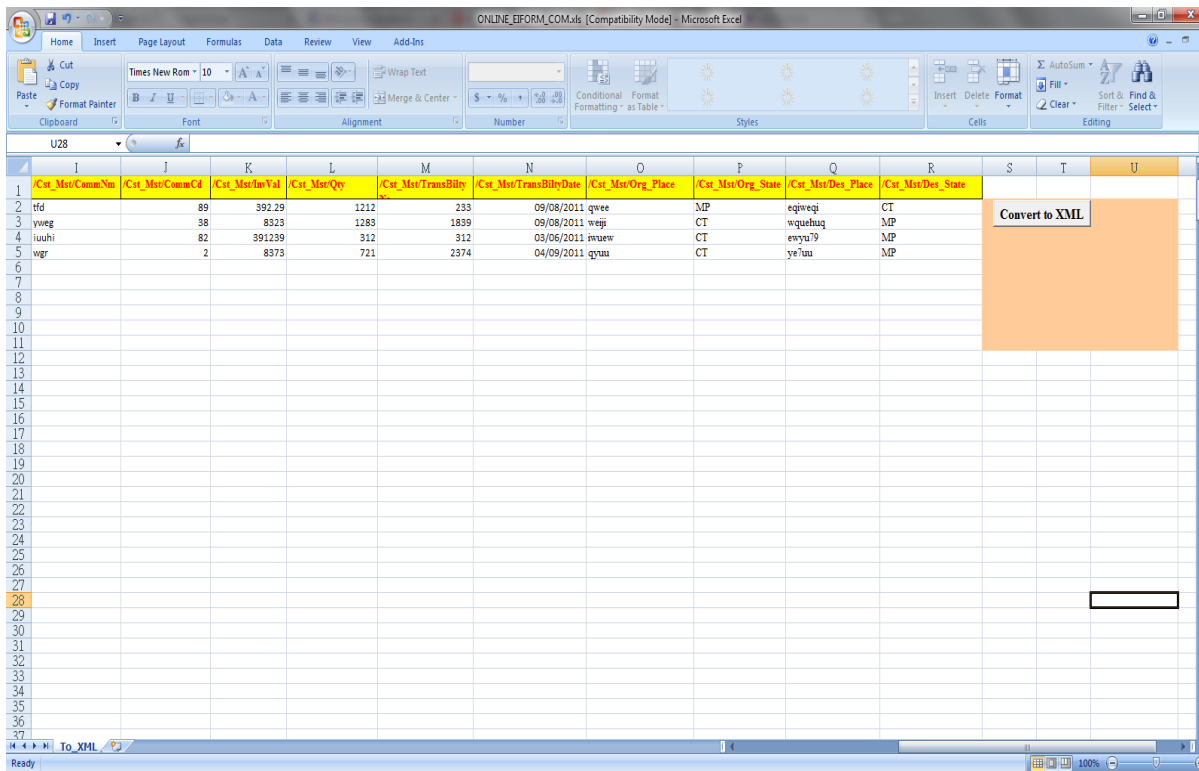


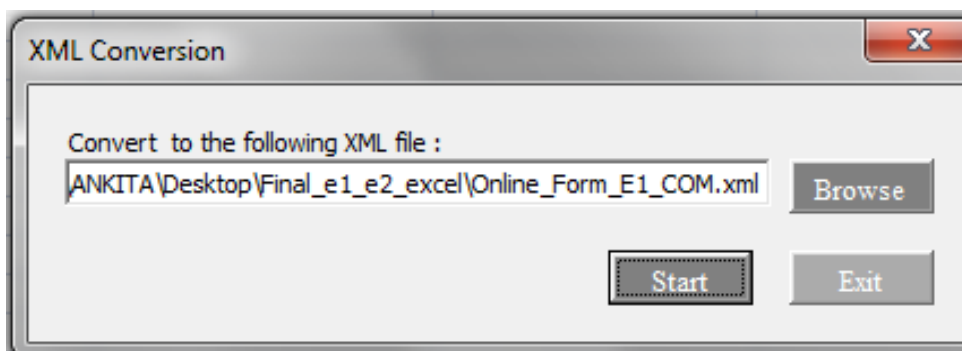
Table 1-For E I Form

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Quantity	Quantity of goods
13	Bilty Number	Bilty number of Transport
14	Bilty Date	Bilty Date
15	OrgPlace	OriginPlace
16	OrgState	Origin State
17	DesPlace	Destination Place
18	DesState	Destination State

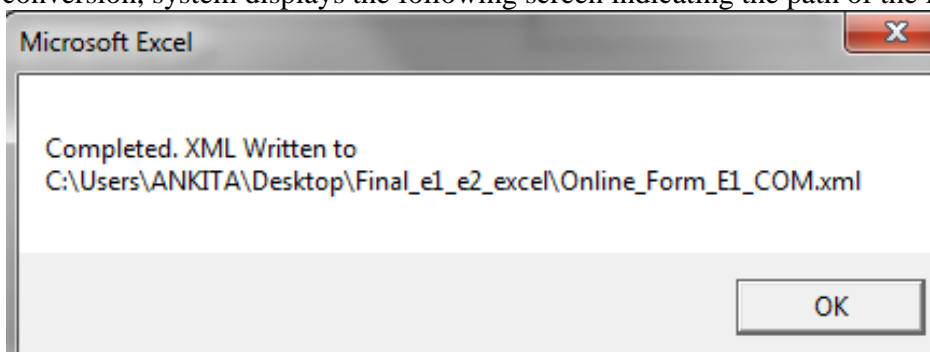
Table 2 -For E II Form

Column	Parameter	Description
1	Tin	Tin of the Dealer
2	Seller Name	Name of the Seller
3	Seller Address	Address of the Seller
4	Seller State	State of the Seller
5	Seller Tin	Tin of the Seller
6	Statuary Form Type	Statuary Form Type
7	Invoice No	-
8	Invoice Date	-
9	Commodity Description	Commodity Name
10	Commodity Code	Code of the selected Commodity
11	Invoice Value(in Rs)	Value of Invoice
12	Quantity	Quantity of goods
13	Bilty Number	Bilty number of Transport
14	Bilty Date	Bilty Date
15	OrgPlace	OriginPlace
16	OrgState	Origin State
17	DesPlace	Destination Place
18	DesState	Destination State
19	E ISeriesNo	Series Number of EI-Form that dealer has received from Other State
20	E ISeriaslNo	Serial Number of EI-Form that dealer has received from Other State

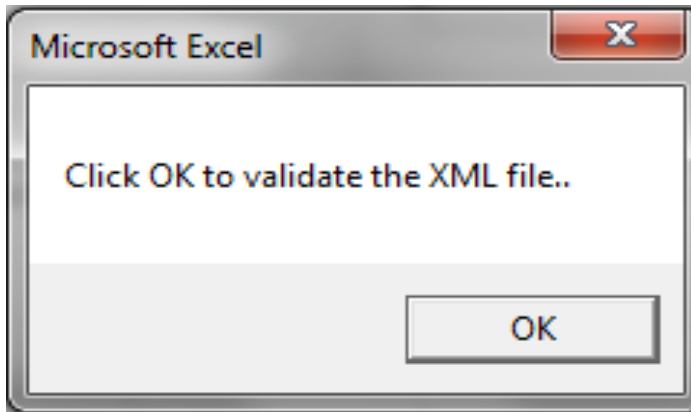
Step 3: On the right of the screen shown above the user can see a button with name '**Convert to XML**'. To start the conversion, user can press this button and the following screen is displayed where the system asks the file name where the converted information has to be stored. User can enter the file name and press 'Start' button.



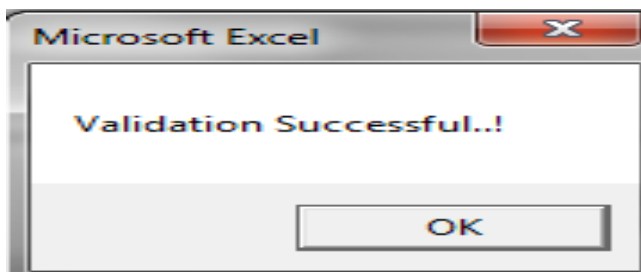
Before starting the conversion process, user has to ensure that the .xsd files (comes along with the downloaded .zip file) are in the same directory as that of the Excel file. If there are no errors during conversion, system displays the following screen indicating the path of the file where it is being saved.



Further on pressing the 'Ok' button, user is displayed the following button which tries to validates the data entered with the format file as (.xsd file which comes along with the .zip file) given by the Commercial Tax department. To verify with this, user has to press 'OK' and the system validates the Converted XML file with the format file.



Once all the corrections, updations and modification are done and if the data in excel file matches that of the format file, then system indicates with a message as shown below.



Now user can copy this files and upload the same to the online form system for further action at the departments end.

Receipts Entry –E I & E II Form

As explained above in the sub section on OnlineCST (E I FORM & E II Form)forms, the data entry in the Excel file is the same. Dealer can use the file RCPT_EI_FORM.xls to enter received E I form detail and RCPT_EII_FORM.xls to enter E II form details. User required entering both Invoice & Transport Details along with received forms. Once data is entered in the Excel sheet and converted, it generates the .xml file keeping the .xsd file as base. User can enter the data as shown in the below screen.

RCPT_EL_FORM.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	/RcptE I/UtilC	/RcptEI/Inv No	/RcptEI/Inv Dt	/RcptEI/Co mmCd	/RcptEI/Co mmNm	/RcptEI/Inv Val	/RcptEI/Qt y	/RcptEI/Trans BiltyNo	/RcptEI/Tra nsBiltyDate	/RcptEI/Or gPlace	/RcptEI/O rgState	/RcptEI/D esPlace	/RcptEI/D esState	
2														Com
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														

Ready To_XML 154%